

Appointment Type: Permanent
Working Time: Full Time
Reference Code: 00021679i
Opening Date: 05/27/2010
Closing Date: 06/03/2010

Corrections and Custody Officer 3 - Correctional Sergeant **\$3,176 - \$4,167 Monthly (Range 47) Including Great Benefits!**

Agency Information

This position is only open to permanent state employees.

Department of Corrections

Compensation: \$3,176 - \$4,167 (Range 47) Including Great Benefits!
This position is included in the Collective Bargaining Agreement.

Location: Larch Corrections Center in Yacolt, Washington.

This recruitment will be used to fill 1 permanent vacancy.

Agency Profile:

The department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

The agency mission is:

The Department of Corrections, in collaboration with its criminal justice partners, will contribute to staff and community safety and hold offenders accountable through administration of criminal sanctions and effective re-entry programs.

The Department consists of the office of the Secretary, Prisons Division, Community Corrections Division, Government, Community Relations & Regulatory Compliance Division, administrative Services Division, Offender Treatment & Re-Entry Programs Division, and Health Services Department. The Department employs over 8,100 staff and has a biennial budget of approximately \$1.8 billion.

For additional information about the Department of Corrections, please visit www.doc.wa.gov

Please note: In order to be considered for this position, you must complete the entire Application Wizard. For further details please refer to the #Application Process# section of this recruitment.

Duties

Correctional Sergeants provide a positive role model for offenders and correctional officers by working to ensure the safety and security of a correctional institution, facility or unit, offenders, staff and the public. Sergeants supervise corrections and custody officers, and perform custody work which involves controlling, directing, and monitoring the activities and movement of adult offenders. Using the unique strengths and resources of the work environment, Correctional Sergeants may develop tools and plan strategies for building competence and fluency in correctional officers in a stable prison population where custody staff know the security and custodial requirements of the offenders with whom they are working.

Correctional Sergeants transferring to DOC from other states or agencies must successfully complete Correctional Worker Core (CWC), a six-week academy for all correctional workers employed in DOC Prison Facilities. We know that managing difficult people takes more than force. It takes observation, knowledge, skills and continual practice. Every DOC employee is provided with initial training designed to help assure safe working conditions.

Qualifications

High School Diploma/GED AND three years of experience as a correctional officer in adult corrections.
OR

Two years of experience as a correctional officer in adult corrections and successful completion of 30 semester or 45 quarter hours of accredited college-level course work.

Note: Some positions may require a Commercial Driver's License (CDL), with appropriate endorsements.

Special Notes

-For detailed instructions on how to apply visit the following website: www.doc.wa.gov/jobs

-To learn more about the Physical Ability Test (PAT), visit:

<https://fortress.wa.gov/cjtc/www/corrections/pat.htm>

-To view the complete screening and interview process visit: www.doc.wa.gov/jobs/coappprocess.html

Tuberculosis (TB) is a priority health issue for DOC employees, Periodic skin tests are required for all custody staff who are assigned to health care posts and those who transport known/suspected TB patients. Testing is voluntary for all other employees. When positive tests result, further testing and treatment may also be required. Employment is not contingent upon test results.

All positions in this classification are included in a Union Shop that requires employees to become members within thirty (30) days of employment.

All DOC facilities are smoke and/or tobacco free.

Other Information

CORE Competencies for all Employees:

Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, Ethics and Integrity. For more information on these Core Competencies, please call (360) 260-6300, extension 181.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment, please call (360) 260-6300, extension 181.

How to Apply

For job seekers who are not permanent state of Washington employees:

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.
3. Click on Apply Directly under the heading **My Job Search and Applications**.
4. In the reference code field, enter NB00021679* and click on Start Search.
5. Click on the link Corrections and Custody Officer 3 – Correctional Sergeant, Yacolt, WA the **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.

7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter** tab.
9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

Help is available

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail Information@dop.wa.gov.

Job seekers please note: **NEOGOV, Washington State's NEW online job application system, will replace the current application system on July 1, 2010.**

You will need to create an account in **NEOGOV to apply for jobs after July 1, 2010.** Your current information will **NOT** automatically transfer over to the new system.

We recommend that you **SAVE A COPY OF YOUR PROFILE before July 1!** For more information on **NEOGOV**, including instructions on saving your current profile, go to doc.wa.gov/jobs